

Completed application must be submitted to New Hampshire Humanities **at least four (4) weeks** before the date of your program.

Eligible Applicants: Private nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; institutions of the federal government; groups of persons that form an association to carry out a project; and individuals are welcome to apply to host a book group. Organizations or groups that apply to the councils for funding must be constituted for nonprofit purposes. It is not necessary that such organizations or groups be incorporated or have tax-exempt status. This program must serve residents of New Hampshire. The event must be free and open to the public.

Book Group Awards: New Hampshire Humanities (NHH) gives the program host \$250 to cover the facilitator's honorarium and provides a free copy of the book to participants. A check made out to your organization will arrive two weeks before the program. Deposit that check. Cut a check from your organization made payable to the facilitator. Your check to the facilitator should be for \$250 plus full roundtrip mileage at \$0.65/mile if an in-person event. A \$250 check from your organization should be mailed to the facilitator for a virtual program.

Application Process

- Choose the program:** Use our [online book list](#) to select a book and find the facilitator's contact information.
- Contact the facilitator:** When you contact the facilitator, we recommend discussing the following details: date, time, the book you want the facilitator to discuss (if they have multiple), program format (in-person, online, hybrid), the facilitator's technology or presentation needs/ the venue's capacity to accommodate those needs, travel costs, and whether the presenter agrees to record the program or allows photos.
- Fill out a [Perspectives application online](#).** The form must be submitted **at least 4 weeks** before the event.
 - **A reminder that the application is a binding contract.** *Perspectives* programs must serve NH residents. All participants should receive a complimentary copy of the book to keep. This program must be free and open to the public; NHHs' support must be formally acknowledged on ALL printed or online materials and at the program; no audio or video recording is allowed without the facilitator's prior permission. Program hosts agree to pay the facilitator \$250 plus total mileage, with a check from their organization, at the in-person program. The \$250 check from your organization should be mailed to the facilitator if a virtual program.
- New Hampshire Humanities will email you to confirm your *Perspectives* application was approved,** typically within one week, provide the mode of book delivery (USPS or Interlibrary Loan Van), and an estimated time of delivery for the books and book plates.
- Reconfirm with the facilitator:** When you receive NHH's confirmation email, contact your facilitator to reconfirm the date, time, format, directions, parking, and technology needs.
- Check your program listing on the online calendar on our website,** www.nhhumanities.org, and inform us immediately of any changes.

Promoting and Preparing for Your Book Group Program

- As soon as NHH confirms your program, start promoting your event!** Send press releases and calendar announcements to local media, invite high school teachers and their students, contact other local organizations - get the word out! Include a copy of the [NHH logo, downloaded from our website](#) in your press releases. A sample press release and other publicity tips can be found in our [Publicity Tip Sheet](#).
- Apply book plate stickers to the book BEFORE you distribute them to participants.** NHH will mail NHH-branded book plate stickers and bookmarks to your organization. Please apply the book plates to the inside cover or first page in a location that does not take away from any aesthetics or content of the book prior to distributing the book to program participants.
- Distribute the books to program participants.** All participants should receive free, complimentary copies of the book to keep.
- Look for a check from NHH** made out to your organization to arrive two weeks before the program. Deposit that check. Cut a check from your organization made payable to the facilitator for their honorarium and round-trip mileage if an in person.
- Prepare the audience evaluation for your program.** Download the audience evaluation form from the [Book Group forms page](#) on our website and photocopy forms. If an online program, have this link ready to share with participants: <https://srvy.pro/2HZL7KD>
- Prepare a short introduction of the facilitator** using the bio from the [Book Group List](#) from our website.
- Acknowledgement of support:** In exchange for our sponsorship and promotional assistance, we expect you to credit

NHH in promotional materials, display our logo and tell your audience NHH sponsored the program. For example, at the start of the program please say “**This program is made possible by New Hampshire Humanities. Learn more at www.nhhumanities.org.**” Please spell out “New Hampshire Humanities” in all written announcements and say the full name when announced verbally. This statement of support should be included in your introductory remarks.

- Arrange the proper technology for your program.**
 - If your program is in-person, arrange for use of a microphone, if your venue or audience needs sound amplification, and any other technology required by the facilitator, such as a projector.
 - If your program is virtual or hybrid, be sure to create a virtual meeting in advance of the event and supply instructions on how to join to your audience. **We suggest meeting with the facilitator via the online platform in advance of the program to test the technology, practice screen sharing, and negotiate host privileges if this function will be used during the program.**
- Contact NHH immediately if there is ANY change in your program.** If you must change the place, date, or time, call us at 603-224-4071 and email bookgroups@nhhumanities.org. **Alert your facilitator and participants.**

At Your Program

- Greet your facilitator.** Make sure that the space and technology are set up as discussed. The facilitator should bring a banner with the NHH logo. This should be prominently displayed during the program.
- Welcome the audience, introduce the facilitator, and explain the importance of completing the evaluation at the end of the program.**

SAMPLE- “Hello! Welcome to _____ (event), sponsored/hosted by New Hampshire Humanities. It is my pleasure to introduce _____ (facilitator and name of program). At the end of (today/tonight)’s program we ask that you take a few moments to complete a survey. There will be time at the end of the program to (fill out the paper survey/ distribute a virtual survey link) to complete at the end of the program. These evaluations help to ensure New Hampshire Humanities has as much feedback as possible to continue to provide and support programming like this, and more. Thank you so much for joining us tonight, and please enjoy the program!”
- During the program, count the attendees** to include in your host evaluation.
- After the program, distribute the audience evaluation**, either online or on paper, and remind the audience to fill out the evaluation forms. If distributing a paper evaluation, have pencils and/or pens available. If you are distributing the online evaluation, send participants to this link: <https://srvy.pro/2HZL7KD>
 - **Audience evaluations can be collected as the audience leaves the program, returned to the mailing address at the bottom of this form, or sent via email to bookgroups@nhhumanities.org**
- Thank and pay the facilitator.**

The Last Steps

- Complete and return the Host & Audience Evaluations** to NHH **within two weeks**. Comments welcome!
All Evaluations can be returned to the mailing address at the bottom of this form or via email to bookgroups@nhhumanities.org
- Please remember to add the Program # to Program Host Evaluation Form.** The Program # can be found in your confirmation email.
- Return any unused book copies to New Hampshire Humanities** at the address listed below or via interlibrary loan van to the Talking Books Library in Concord, NH.
- Please “Like” the NHH Facebook page. Go to www.facebook.com/newhampshirehumanities and tell others about your *Perspectives* book group experience.

Photography and Recording

- No photography or video - or audiotaping of programs is allowed without permission of facilitator, which must be obtained in advance. The host is responsible for ensuring that audience members do not take photos or record without permission and do not distract or interrupt the presenter or audience.
- If the facilitator does allow recording, credit must be given to NHH. Include in the recording the NHH logo from our website and/or the words “This program is made possible by a grant from New Hampshire Humanities. Learn more at www.nhhumanities.org.” **Please spell out “New Hampshire Humanities” in all written and verbal announcements.** Email digital photos and/or recordings to our Communications Director at kinhan@nhhumanities.org



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Need help?

Contact: Sue Butman at 603-224 4071, ext. 118 or

Mary Nolin at 603-224-4071 ext. 112

Fax: 603-224-4072 or email bookgroups@nhhumanities.org